

**SENIOR ASSISTANT INSPECTOR GENERAL,
BUREAU OF INDEPENDENT REVIEW**

XF11 – 6040 8IG05

*****AND/OR*****

**SPECIAL ASSISTANT INSPECTOR GENERAL,
BUREAU OF INDEPENDENT REVIEW**

XF10 – 6039 8IG04

STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL



OPEN – STATEWIDE: CONTINUOUS TESTING

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**CONTINUOUS
TESTING**

Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will test applicants as needs warrant. Once you have taken the Supplemental Application examination, you may not retest for one year.

WHO SHOULD APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit a State Examination Application (Std. 678) to the Office of the Inspector General-Human Resources, Attention: BIR Open Examinations, P.O. Box 348780, Sacramento, CA 95834-8780. If you meet the requirements for the Senior Assistant Inspector General, Bureau of Independent Review (BIR) and/or the Special Assistant Inspector General, BIR you may apply for both examinations on a single application. Each examination applied for must be listed on the State Examination Application (Std. 678).

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "State Examination Application" (Form Std. 678). You will be notified in writing to determine what assistance can be provided.

SALARY RANGES

Senior Assistant Inspector General, BIR: \$8910 – \$11002 per month
Special Assistant Inspector General, BIR: \$8486 – \$10477 per month

**ELIGIBLE LIST
INFORMATION**

Open eligible lists will be established for the Office of Inspector General. The names of successful competitors will be merged onto the respective list(s) in order of final scores, regardless of date. Competitors' eligibility for either examination will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

All applicants must meet the education and/or experience requirements for each chosen examination.

NOTE: All applications/resumes must include the “Date” they were admitted “to the Bar” and also include “to” and “from” dates (month/day/year) of employment, the time base and civil service class titles (if applicable).

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example, candidates that possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

For Both Levels:
All candidates must have active membership in the California State Bar .

**MINIMUM
QUALIFICATIONS
(Continued)**

SENIOR ASSISTANT INSPECTOR GENERAL, BIR

Either I

Two years of experience in the California state service performing the duties of a Special Assistant Inspector General, Bureau of Independent Review. (Applicants who have completed one year and six months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be considered eligible for appointment.)

Or II

Four years of experience in the California state service performing legal duties comparable in level of responsibility to that of a Staff Counsel III (Specialist) or (Supervisor). (Applicants who have completed three years and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted to the examination, but must complete four years of such experience before they will be considered eligible for appointment.)

Or III

Broad and extensive experience (ten or more years) in the practice of law*, at least four years of which must have been performing duties in a supervisory position equivalent in level of responsibility to that of a Staff Counsel III (Supervisor). (Applicants who have completed nine years and six months of the required experience will be admitted to the examination, but must complete ten years of such experience before they will be considered eligible for appointment.)

SPECIAL ASSISTANT INSPECTOR GENERAL, BIR

Either I

Two years of experience in the California state service performing duties comparable in level to those of a Staff Counsel III (Specialist) or (Supervisor). (Applicants who have completed one year and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted to the examination, but must complete two years of such experience before they will be considered eligible for appointment.)

Or II

Broad and extensive experience (eight or more years) in the private practice of law*, or in a legal capacity in the Federal service, or in the service of a California city or county, providing assessment as to the quality of legal investigative work, the appropriateness of disciplinary charges, and making recommendations regarding the disposition of a variety of types of cases. At least two years of the required experience must have been performing duties equivalent in level of responsibility to that of a Staff Counsel III in the California state service. (Applicants who have completed seven years and six months of the required experience will be admitted to the examination, but must complete eight years of such experience before they will be considered eligible for appointment.)

***Experience in the “practice of law” and “performing legal duties” is defined as only that legal experience acquired after admission to The Bar.**

**SPECIAL PERSONAL
CHARACTERISTICS**

(For Both Levels):

All positions require incumbents to travel long distances by vehicle or by air; to remain away from home for extended periods of time; to work within a penal institution setting; to work long hours outside of the normal business day; and to remain on-call for 24-hour periods, including on weekends.

**PEACE OFFICER
STANDARDS**

(For Both Levels):

Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b) , or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone (1) restricted from possessing, carrying, or having under his/her control a firearm pursuant to Penal Code Section 12021; or (2) convicted of a misdemeanor crime of domestic violence under Title 18, United States Code, Section 922(g)(9); or (3) restricted under any of the Federal or State laws from possessing, carrying, or having under his/her control a firearm, is ineligible for appointment to any position in these classifications.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone an Office of the Inspector General background investigation may be required to undergo an additional background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed in a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in these classes.

**POSITION
DESCRIPTIONS**

A Senior Assistant Inspector General, BIR, functions as a regional office or headquarters supervisor and oversees the most complex or sensitive California Department of Corrections and Rehabilitation (CDCR) employee misconduct investigations. Incumbent reviews, evaluates, and assigns all incoming internal affairs investigations to Bureau of Independent Review staff; confers with CDCR Special Agents regarding investigation plans, strategies, and progress of cases being monitored; confers with legal staff, the hiring authority, and

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**POSITION
DESCRIPTIONS
(Continued)**

employee relations officers regarding administrative discipline cases being monitored, assigns specific job tasks, monitors workload, and evaluates staff performance; assesses whether CDCR employees have accurately determined the correct statute of limitations for all cases; conducts audits of investigatory practices and other audits; oversees and reviews all Inspector General administrative functions, including but not limited to, the purchase of equipment, facilities, supplies, mileage and expense claims, and timesheets; assists in the preparation of semiannual and annual Bureau of Independent Review reports; prepares reports for Federal Court on cases monitored by themselves or by staff; provides legal advice and assistance to the Inspector General; researches legal issues; conducts staff meetings; functions as liaison with local District Attorney's offices to assist and facilitate the filing of criminal cases arising from incidents or investigations; acts as liaison with outside agencies connected to inmate rights groups, citizens advisory committees, and others with interest in the investigations; and performs a full range of peace officer duties and responsibilities in the accomplishment of their assignments.

A Special Assistant Inspector General, BIR, performs a full range of independent oversight and monitoring activities related to investigations conducted by the CDCR. Incumbent oversees and monitors investigations of CDCR activities and staff members and provides technical assistance to the hiring authority and other law enforcement agencies in the conduct of investigations, prosecutions, and disciplinary proceedings; conducts audits of investigatory practices and other audits; prepares reports and conducts special studies as requested. In the conduct of these duties, incumbent interprets and applies laws, court decisions, and other legal authorities; monitors the preparation of and prepares case memoranda, digests, summaries, and reports; monitors the seizure and evaluation of evidence; attends witness interviews; performs legal research; discusses with CDCR management and investigative staff legal issues arising from internal affairs investigations, and the legal effects of rules, regulations, proposed legislation, statutory law, court decisions, and administrative actions; monitors and offers recommendations in settlement conferences, and evaluates the weight of evidence and performs a full range of peace officer duties and responsibilities in the accomplishment of their assignments.

Positions are located in Sacramento, Bakersfield and Rancho Cucamonga.

**EXAMINATION
INFORMATION**

(For Both Levels):

Each examination will consist of a Supplemental Application only. The Supplemental Application will be the sole component for the Senior Assistant Inspector General, BIR, and/or the Special Assistant Inspector General, BIR examination. To obtain a position on the eligible list a minimum rating of 70.00% must be received.

Supplemental Application – Weighted 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, the Supplemental Application process may measure the following competencies:

(For Both Levels):

A. Knowledge of:

1. Investigative strategies and techniques, including use of warrants, interrogations, surveillance, evidence preservation and gather, crime scene processing, forensics, and interviewing.
2. Public employment law.
3. Criminal law and procedures.
4. Internal investigations, including administrative and criminal investigations.
5. Peace officer training and techniques, including proper tactics regarding legal use of force.
6. Rules of evidence.
7. Constitutional rights related to laws of arrest, search and seizure, and service of legal process.

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8. Public Safety Officers Procedural Bill of Rights Act.
 9. Computer programs and software related to word processing, database management and e-mail communications.
 10. Interrogation law and techniques.
 11. Use of administrative and prosecutorial immunity.
 12. State and federal civil rights law and due process.
 13. Organizational structure and functions of CDCR.
 14. Organizational structure and functions of the California State government.

(For Both Levels):

B. Ability to:

1. Communicate effectively with a variety of persons contacted in the course of work.
2. Develop cooperative working relationships with correctional employees, union representatives, employee relations officers, prison administration, Vertical Advocates, and investigators.
3. Conduct and review complex and sensitive investigations, both criminal and administrative.
4. Work with a small team of attorneys and investigators with differing backgrounds and expertise.
5. Critically analyze complex regulations and policies.
6. Manage an extensive workload.
7. Evaluate evidence.
8. Maintain confidentiality of official matters and preserve protected legal relationships and privileges.
9. Consider the facts of cases in a fair and unbiased manner.
10. Persuasively articulate arguments and/or conclusions based on sound logic and relevant facts.
11. Work independently.
12. Demonstrate initiative.
13. Prepare reports in a clear and concise manner.
14. Maintain management systems to ensure the quality and timeliness of work operations.
15. Properly maintain and qualify with departmentally assigned firearm.

For Senior Assistant Inspector General (in addition to the above listed):

A. Knowledge of

1. Principles, practices, and trends in public administration.
2. Program development and evaluation.
3. Principles and practices of policy formulation and development.
4. Time management techniques.
5. Advocacy skills.
6. Personnel management and supervision.
7. A State manager's responsibility for promoting equal opportunity in hiring and for maintaining a work environment that is free of discrimination and harassment.
8. Employee development and promotion.

For Senior Assistant Inspector General (in addition to the above listed):

B. Ability to:

1. Employ strong management skills to ensure the successful implementation of the Bureau's mission.
 2. Build consensus.
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3. Demonstrate leadership.
 4. Exercise mature judgment.
 5. Evaluate work products and staff performance.
 6. Recommend and implement steps for change.
 7. Effectively promote equal opportunity and maintain a work environment that is free of discrimination and harassment.
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**VETERANS’
PREFERENCE**

Veterans’ Preference will not be granted in this examination since it does not qualify as an entrance examination under the law.

CAREER CREDITS

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Office of the Inspector General reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

It is the candidate’s responsibility to contact the Office of the Inspector General, at (916) 830-3600, for an examination without a written feature, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department and at the Office of Inspector General.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Ordinarily, oral presentations are scheduled in Sacramento, Bakersfield, and Rancho Cucamonga. However, locations may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Oral Presentation Scope: If an oral presentation is requested, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs, plans for self development, and the progress he/she has made in his/her efforts toward self-development.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

**OFFICE OF THE INSPECTOR GENERAL ♦ HUMAN RESOURCES ♦ Telephone (916) 830-3600
3927 Lennane Drive, Suite 220 ♦ P.O. Box 348780 ♦ Sacramento, CA 95834-8780**

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:
1-800-735-2929 (From TDD Phone) ♦ 1-800-735-2922 (From Voice Phone)**

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.